

Note: I am in an interesting position at the moment since I am fully employed as a contract employee. I have completed this development plan with hopes that my current contract will be extended if not made into a full time positions. On the side of caution I have also included material needed to facilitate a job search and make myself a better candidate in the marketplace.

Development Priority	Goal or Achievement	Action Required	Resources Needed	Scope	Evaluation Method (How success in item is measured)
Professional Certification	1. Completion of MLIS 2. Certification with Academy of Certified Archivists	1. Completion of course requirements 2. 2 years of professional employment in an archive in addition to the MLIS and a passing score on the certification exam	1. Patience and time to complete assignments 2. 1 additional year of employment as archivist, study guide, additional reading material in archival standards, and financial support to pay application fee and travel expenses to testing location	1. 2.5 months left 2. ACA Certification will have to be renewed every 5 years and will require documentation of professional qualifying activities	1. Academic review according to ALA accreditation standards 2. Examination for initial certification with petition form or re-examination for renewal
Continuing Education	1. Attend annual conference of Society of American Archivist 2. Attend annual conference of Visual Resources Association 3. Attend annual conference	-Current membership in organizations -Time away from office 1. 6 days	-Financial support to cover registration fees, hotel, travel, and time -Coverage of job responsibilities while attending conference or workshop as needed	1. Annually 2. Annually 3. Annually 4. Once 5. Once	-did I go or not? -continued attendance will be measured against information gained and applied vs. cost -resources may be staggered to include

	<p>of Society of Georgia Archivists</p> <p>4. Attend Georgia Archives Institute at least once</p> <p>5. Attend VRS Summer Educational Institute for Visual Resources and Image Management</p> <p>6. Attend various workshops as available</p>	<p>2. 4 days</p> <p>3. 3 days</p> <p>4. 12 days</p> <p>5. 6 days</p> <p>6. 1 day</p> <p>-Registration</p> <p>-Budgets for conference and workshops</p>		<p>6. On going, generally in association with annual conference</p>	<p>more workshops and less conferences as experience level increases</p>
<p>Professional Association and Participation</p>	<p>1. Maintain memberships in professional organizations</p> <p>-Society of American Archivists</p> <p>- Visual Resources Association</p> <p>- Society of Georgia Archivists</p> <p>2. Participate in committee/section work for at least one organization</p> <p>3. Contribute to professional journals</p>	<p>1. Budget membership fees</p> <p>SAA- \$148</p> <p>VRA- \$100</p> <p>SGA- \$25</p> <p>2. Explore various committees to determine interest and contact committee chair to join</p> <p>3. determine</p>	<p>1. Financial support to cover membership fees</p> <p>2. Coverage of job responsibilities while attending committee meetings as needed and schedule time to perform committee related tasks</p> <p>3. Schedule time to research and prepare journal article submissions</p>	<p>1. Annually</p> <p>2. Annually</p> <p>3. Semi-Annually, bi Annually, or Annually as able</p>	<p>1. Is my membership current?</p> <p>2. Documentation of committee contribution and outcomes</p> <p>3. Publication in professional peer reviewed journal</p>

		requirements for journal contribution and submit professional articles or research to journal(s)			
Current Trends in Profession	<ol style="list-style-type: none"> 1. Become current by reviewing available "standards" books 2. Review professional/organizational journals, newsletters, and websites 3. Review and contribute as warranted to professional listservs <ul style="list-style-type: none"> -Archon Forum -Lone Arrangers Roundtable -Visual Materials Cataloging & Access Roundtable -VRA-L 4. Scan job postings 	<ol style="list-style-type: none"> 1. Determination of 'standards' literature and procurement of books via library or purchase; reading material 2. Up to date membership in professional associations and bookmarks to websites in browser history 3. Organization and maintenance of listserv emails and passwords 4. Bookmarks to 	<ol style="list-style-type: none"> 1. Active library card and access to Academic library that would most likely have resources (public would most likely not) or financial support for purchase of resources used or new 2. Financial support for membership fees and internet access 3. Internet access and email 4. Internet access <p>-Schedule time to review</p>	<ol style="list-style-type: none"> 1. Quarterly 2. Weekly or Bi-Weekly 3. Daily or weekly depending on service 4. Quarterly 	<ol style="list-style-type: none"> 1. Check personal library against current SAA and VRA publication list 2. Do I know what is going on? Or do I need to catch up? 3. Emails are not stacking up, dialog is being established 4. Do I know who is looking to hire and what they are looking for? Am I current in my experience and skills?

		professional job posting sites public and privately maintained and related password maintenance			
Employment prospects	<ol style="list-style-type: none"> 1. Maintain resume 2. Keep online portfolio current 3. Build professional network 	<ol style="list-style-type: none"> 1. Organize job search files, update reference list, create search log and 'I love Me' journal to record accomplishments 2. Create new pages and upload current information to portfolio website; perform general maintenance and check external web links 3. Maintain contact file and contact people 	<ul style="list-style-type: none"> -Schedule time to update -Internet access and phone -Financial support to cover domain registration, hosting fees, internet access, and phone 	<ol style="list-style-type: none"> 1. Quarterly, ideally when new items occur 2. Quarterly, if I wait longer it will take too long 3. Quarterly 	<ol style="list-style-type: none"> 1. Is the date on my resume current? Could I send it out as is today? 2. See above 3. There are several professionals I can call on readily for advice, services, or an interesting lunch

